

Civil Service Commission Minutes

Cincinnati, Ohio

May 08, 2014

The Civil Service Commission met in regular session in Room 307, City Hall on Thursday, May 8, 2014. Commissioners in attendance were Mr. James Robinson, Chair, and Mr. C. Freeman McNeal. Commission staff present included Ms. Georgetta Kelly, Human Resources Director/Civil Service Secretary, Ms. Nancy Olind, Assistant HR Director, and Ms. Seeta Martindale, Recording Secretary.

The minutes from the April 24, 2014 meeting were circulated among the members for review. Therefore, a motion to dispense with a reading of the minutes was unanimously passed and the minutes were approved.

NOTICE: OATH OF OFFICE – NEW CIVIL SERVICE COMMISSIONER

C. Freeman McNeal was sworn in by Commissioner James Robinson as a new member to the City of Cincinnati's Civil Service Commission. Commissioner James Robinson will continue to preside as Chairman of the Commission, and Commissioner Robert Braddock will serve as Vice-Chairman. The Commission would like to thank departing Commissioner Deborah Gaines for her dedicated years of service to the City's Civil Service Commission.

CONSENT ITEMS – APPROVED BY THE COMMISSION

ENTERPRISE TECHNOLOGY SOLUTIONS

Request from the Enterprise Technology Solutions Department for the promotion without exam of Carol A. Jones from a Radio Operator-Technician 2 to a Communications Supervisor

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Jones was chosen from among the interested and eligible candidates in the employing unit.

FIRE

Request from the Fire Department for the exceptional appointment of Christine Grimmelsman as a Senior Administrative Specialist (Logistic/Procurement Manager)

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Grimmelsman meets the minimum and specialized requirements of the classification.

POLICE

Request from the Police Department for the promotion without exam of Stephanie Anderson from a Clerk Typist 1 to a Clerk Typist 2 in the Police Department – Personnel Section

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Anderson has successfully completed 1 year of City service as a Clerk Typist 1, which meets the requirements of the classification.

PLANNING AND BUILDINGS

Request from the Planning and Buildings Department for the exceptional appointment of Joseph Roberts as an Inspector 1 (GBI)

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Roberts meets the minimum and specialized requirements of the classification.

PUBLIC SERVICES

Request from the Public Services Department for the exceptional appointment of Dennis Collier as an Automotive Mechanic

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Collier meets the minimum and specialized requirements of the classification.

DEPARTMENT OF SEWERS

Request from the Department of Sewers for the transfer of Shantay James, Marlon Wiggins, and Sean Harvey from Truck Drivers in the Public Services Department to Truck Drivers in the Department of Sewers

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfers.

SPECIAL EXAMINERS – APPROVED BY THE COMMISSION

- Paul Kunze and Alex Schmitz for the Plant Maintenance Supervisor (Utility Services) exam
- Bob Schroer and Sean Riffle for the Parking Enforcement Officer and Meter Inspector exam
- Ed Cunningham for the Inspector 2 – PMCE exam
- Verna Arnette for the Treatment Supervisor (WW Supply) exam
- Jerry Corbett for the Supervisor of Water Distribution Maintenance exam
- Niranjana Selar, Tara Williams, and Terry Wright for the Laboratory Technician 3 (Water Works and MSD) exam
- Dave Cavanaugh, Ken Bertke, and Mark Toelke for the Automotive Mechanic Crew Chief exam

AGENDA ITEMS – HEARD BY THE COMMISSION

Request from Chad Essert to appeal his disqualification from the Police Officer (Lateral Entry) open exam process

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Mr. Essert does not meet the minimum qualifications as outlined in the job posting.

Request from Stephen Knapp Jr. to appeal his disqualification from the Police Officer (Lateral Entry) open exam process

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Mr. Knapp does not meet the minimum qualifications as outlined in the job posting.

NEW/REVISED CLASSIFICATIONS SPECIFICATIONS – APPROVED BY THE COMMISSION
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Request for approval of new and/or revised classifications specifications:

Board of Education

- None

City of Cincinnati

- Treatment Supervisor (WW Supply) - Promotional
- Assistant Treatment Superintendent (Shared Services) – Open or Promotional
- Division Manager (Shared Services) – Unclassified
- Administrative Technician - Promotional

After review and discussion, the Commission approved the requests.

TABLE OF ORGANIZATION CHANGES – APPROVED BY THE COMMISSION

Request from the Recreation Department to add a Supervising Parks/Recreation Coordinator (Recreation Maintenance) to its table of organization

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that a review of the responsibilities and level of work for the proposed position is consistent with the recommended classification. The department will delete a Supervisor of Parks/Recreation (Maintenance & Construction) position from its table of organization.

DECISIONS: UNDER ADVISEMENT

➤ **Request from Bryan Schmitt to speak before the Commission regarding the Supervising Accountant promotional exam**

The Commission took Mr. Schmitt's issue into consideration. The matter will be held under advisement pending a recommendation from the Department of Human Resources for consideration.

➤ **Request from Jeffery Harmon to speak before the Commission, on behalf of those who took the exam and attended the Review Session for the Supervising Accountant promotional exam**

The Commission took Mr. Harmon's comments into consideration.

Request from Marty Morehead to speak before the Commission regarding grievance processing and Civil Service interpretation

The Commission took Mr. Morehead's comments into consideration.

DECISIONS: PREVIOUSLY UNDER ADVISEMENT

➤ **Classification study submitted by the Human Resources Department for the position of Plant Maintenance Worker at the Departments of Water and Sewers**

The Staff recommended approval of the revised changes by the committee, established per the request of the Civil Service Commission. After review and discussion, the Commission approved the request. The decision was based on the fact that the revised recommendation resulted from the collaborative work done by the committee, comprised of members of labor and management, to analyze, clarify, and resolve the issue of the career path of Plant Maintenance Workers between the Departments of Water and Sewers.

HEARING SCHEDULE

Name	Scheduled for:
Veronica Barnes	<i>Appellant seeking Representation</i>
Robert DeBonis	<i>Appellant requested a continuance</i>
Anthony Axle	<i>To be rescheduled</i>
Erika A Longstreth (Board of Education)	<i>To be rescheduled</i>
Vinson Key	<i>To be rescheduled</i>
Jeff Stallworth	<i>To be rescheduled</i>
Daryl Ross	<i>On Hold</i>